

Agenda Item Form

Agenda Date: 07/20/04

Districts Affected: All

Dept. Head/Contact Information: El Paso Water Utilities, Fred Loweree, (915) 594-5501

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contracts</u> | | |

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

These are information technology contracts that need to be renewed on an annual basis.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary & Benefits

Statutory or Citizen Concerns:

N/A

Departmental Concerns:

N/A

OK I WILL SET TOP 1002
CITY COUNCIL AGENDA

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **ALFREDO SOLANO**, to assist the El Paso Water Utilities as a Database Administrator at a biweekly rate of \$2,152.52 for 40 hours per week. The term of the contract shall be for the period of July 20, 2004 through July 19, 2005.

APPROVED this 20th day of July, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **ALFREDO SOLANO**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as a Database Administrator; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the El Paso Water Utilities, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 20, 2004 and be completed by July 19, 2005.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of Two Thousand One Hundred Fifty Two and 52/100 Dollars (\$2,152.52). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

 A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same

manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be

performed is in the El Paso Water Utilities, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
El Paso Water Utilities
Attn: General Manager
1154 Hawkins
El Paso, Texas

EMPLOYEE: Alfredo Solano

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 20th day of July, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Alfredo Solano
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

Edmund Archuleta
EPWU General Manager

"Attachment A"

CONTRACT DATABASE ADMINISTRATOR

06 00

Summary

Under direction, plan, develop, supervise and control multiple integrated databases in a distributed, multi-tasking, wide area network system.

Typical Duties

Analyze logical and physical requirements for database applications. Involves: controlling and coordinating space management; reviewing database designs for correct normalization; determining impact of new or modified databases on other interactive applications and across entire system.

Lead and coordinate database design and operation. Involves: developing standards regarding common data field structures; creating cross references for integrated databases; writing database descriptions and specifying database identifiers; developing data models, their elements and use; implementing, maintaining and instructing users and technical staff on use of end user query and decision support tools; instructing technical staff in access of data; conducting performance testing of programmer code to ensure efficient database access and proper use of indices; jointly resolving operational problems with administration and staff.

Maintain database system integrity, accessibility, general security, and access privileges. Involves: ensuring accuracy of data conversion specifications, software installation, upgrades and maintenance; developing, setting up, and initiating data recovery systems; optimizing system response and resources by tuning applications, database queries, system hardware and operating system; maintaining data file and data element references.

Supervise assigned subordinates. Involves: scheduling, assigning, instructing in, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Alfredo Solano

1001 Santa Teresa Place
El Paso, TX 79906
Phone (915) 834-0000
Email: kfsolano@yahoo.com

Objective To continue developing in a challenging position as a DBA

Experience **June 2001 – Present** **Database Administrator**
El Paso Water Utilities

- Responsible for various enterprise applications and their Oracle databases including PeopleSoft, LIMS, two computerized maintenance management systems and a records management system.
- Lead and/or participate in implementations and upgrades of the applications listed above.
- Develop customizations and reports for the above applications using Access, SQL, VBA, VB, ArcView's Avenue and Crystal Reports.
- Responsible for administration of various servers (NT, 2000, Tru64, AIX and Solaris).
- Develop multiple scripts to automate the system administration of the various servers listed above.
- Responsible for directing field support services.
- Provide technical assistance and guidance to programmers, GIS technicians and PC technicians.

October 2000 – June 2001 **Programmer/Analyst**
El Paso Water Utilities

- Designed, developed and implemented various database applications.
- Developed various scripts to populate attribute tables and assure data quality in a GIS system in order to import this data into Oracle.
- Created numerous reports in Access and Crystal for various applications.

December 1994 – September 2000 **System Analyst/Bookkeeper**
ECM International, Inc.

- Maintained and supported two relational database systems for the accounting software.
- Designed various custom financial reports for domestic and international accounting using SQL and other reporting tools.
- Integrated the accounting database with a remote timesheet database to allow dial in access.
- Designed and implemented an intranet to access accounting and timesheet data by using ASP through an ODBC connection to the database.

September 1991 – December 1994 **Work Study**
UTEP Financial Aid Office

- Developed, implemented and maintained a budget reporting system for the Work Study program.
- Assisted with the creation of various data entry screens for the accounting section.

Education Bachelor of Science from the University of Texas at El Paso
Major: Applied Mathematics
Minors: Computer Science
Physics

Technical Training: NT, ArcInfo, ArcInfo Programming, ArcSDE

References Provided upon request.